West Pottawattamie 4-H Youth Committee
Policies and Guidelines

Mission Statement / Purpose –

The Youth Committee is a volunteer group, comprised of both adults and youth, established to support the Extension staff in promoting the interests of 4-H members and their families at the local level, assist staff in planning programs to meet those interests and needs, and develop policy governing 4-H in West Pottawattamie County.

1. MEMBERSHIP / TERMS OF SERVICE:
   a. Adult and youth members (9-12th grade) must submit a nomination form to the Extension Office by October 1. YC volunteer list approved by Extension Council in January. Adult members will have to submit a background check every three years.
   b. Terms will be one year appointment for both Youth Committee and County Council members.
   c. Term begins in October and runs until September.
   d. Officer nominations are held in November with the elections held in December. Officer positions include chairperson, vice chair, and secretary.
   e. Adult members must attend 50% of the regularly scheduled meetings/events to be considered a Youth Committee or County Council member in good standing with voting rights and be on the YC/CC roster. Regular meetings are held the first Thursdays of the month at 6:30 p.m. (unless otherwise noted). Members who are unable to attend 50% of the meetings may still serve as a screened volunteer, but will not have voting/policy making rights within the group.
   f. Members who will be absent must notify the Extension Office (by phone, email) prior to the meeting date.

2. VOLUNTEER RESPONSIBILITIES:
   a. Determine the needs and interests of all youth and volunteers. Analyze 4-H participation (club, special interest) and decide requirements of participation.
   b. Develop and implement strategies to recruit youth and volunteers.
   c. Be knowledgeable of State 4-H policies and participation guidelines.
   d. Assist in public relations (attend first year family dinners, awards program, livestock weigh-ins, fair, FSQA testing/workshops, volunteer appreciation dinner, recruitment events, etc.).
   e. Evaluate record books and establish award criteria (help determine award/recognition system).

I understand my responsibilities as a West Pottawattamie Youth Committee and County Council member. I understand that I am responsible to attend 50% of the meetings and/or events to be a voting member in good standing.

______________________________________________  ____________________
Signed                                                Date
Calendar of Responsibilities:

Meetings are held the first Thursday of the month at the West Pottawattamie County Extension Office at 6:30 p.m. Members are notified if the meeting date will change. Schedule is tentative and subject to change with each new calendar year-this is just a reference.

January – New volunteer leader training / annual leader training

February – Youth Committee/County Council meeting
Project workshop planning

March – Youth Committee/County Council meeting
YQCA training – testing and workshops
Project workshops

April – Youth Committee/County Council meeting
YQCA training – testing and workshops
Sheep and Goat weigh in
Fair Superintendent Pre-Fair Meeting

May – Youth Committee/County Council meeting

June - Youth Committee/County Council meeting
First year 4-H family event (#2)
New family fair help nights
Project workshops

July - Youth Committee/County Council meeting
Westfair clean up day
Westfair responsibilities – 4-H Office, livestock shows, weigh-ins, etc.

August - No regular meeting – no activities

September - Youth Committee/County Council meeting
Post fair meeting / Volunteer appreciation dinner

October - RECORD BOOK JUDGING – first week of October
4-H Recruitment Activity / National 4-H Week
New Youth Committee Applications Due (October 1)

November - Youth Committee Meeting / Commission Reports
Record Book Awards Banquet
Officer nominations
Scholarship donor letters

December - Youth Committee Meeting / Commission Reports
Beef weigh-in

Adopted January 2018
Effective October 1, 2018